

## **Administrator**

Based at Head Office, Nottingham

### **Overview**

Providing effective and efficient administrative support to the busy Business Assets Department within our Company. A key function of this role is to support the Head of Business Assets and the National Collections Manager as they service our broad and ever-changing variety of clients.

### **Key Responsibilities.**

A full range of administrative duties including but not limited to -

- Compiling and maintaining files relating to both our current and new client base.
- Inputting and maintaining key information on our databases and other in-house computer systems.
- Liaising both verbally and electronically with Clients to support their needs.
- Arranging appointments and compiling data and metrics to support Client meetings.
- Ensure key deadlines are met regarding creation and submission of client accounts.
- Analyse and manipulate client data and create and send invoices to customers for payment.
- Liaising with the off-site Collections team and synchronising diaries and jobs, often in short time frames.

### **Minimum Requirements**

Confident on computer systems. Astute with data collection and manipulation on software (training will be given on in-house system). A very keen eye for detail is required as is a professional, confident and outgoing communication style. Needs to have good understanding of Microsoft Word and advanced knowledge of Microsoft Excel.

Experience of working in a fast paced and varied office environment would be advantageous.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Version:</b>	